



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**



Vacancy Announcement
29-2008

OPEN TO: All Interested Candidates
POSITION: Consular Cashier / Visa Clerk, FSN-06*; FP-08**
OPENING DATE: May 07, 2008
CLOSING DATE: May 21, 2008
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 608,604* (Grade 06)

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

The U.S. Embassy in Algeria is seeking an individual for the position of Consular Cashier/Visa Clerk in the Consular Section.

BASIC FUNCTION OF POSITION

The jobholder serves as the consular cashier and visa clerk. The incumbent is responsible for large quantities of money. The employee must screen incoming documentation and information from a variety of sources (public counters, email, phone calls, etc.) to organize and track visa requests accordingly to a complicated set of laws and procedures. Procedures are generally standard and policies are clearly defined. The employee receives work assignments and tasks according to standard operating procedures and then inputs relevant data into an established process.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of secondary school is required.
- 2. Prior Work Experience:** One year of office experience is required
- 3. Language Proficiency:** Level III English and level III French and Arabic are required. An English test will be administered before the applicant may be considered for the position.

4. Other criteria: The incumbent must have a good grasp of the principals of accounting as well as a general knowledge of the organization. Within one year on the job the employee must have a solid understanding of the consular function with more specific knowledge of the visa function.

5. Other Skills and Abilities: The jobholder must have excellent interpersonal communication skills in order to interact effectively with other Embassy personnel as well as a diverse array of visa clients and American citizens seeking consular services.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. EFM's who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide the same information as an OF-612.
 - Letter of Interest. You must attach to the letter:
 - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.
 - All prospective employees must complete an Embassy application form (usually the Federal Employment OF-612, available at the HR Office).
 - Can be submitted if selected for an interview

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH AND THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: May 21, 2008

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resource Office**

Attention: Consular Cashier / Visa Clerk, Vacancy Announcement #29-2008

Point of Contact: Human Resource Office

For quickest reception fax to: 021-60-73-35

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**

Note: Only the best qualified applicants will be contacted for an interview and tested.

Drafted: KHadj-Arab

Cleared: BFrankfather

Cleared: JFischel

Approved: KHogan-Lahmar